

**INVITATION FOR PROPOSALS  
CITY OF RALEIGH**

**Project:** Pre-Employment and Promotion Background Checks

**Department/Division:** Human Resources/Recruiting

**Location:** 222 West Hargett Street, Room 101, Raleigh, NC 27601

**Project Manager:** Marianne Sweden, [Marianne.sweden@raleighnc.gov](mailto:Marianne.sweden@raleighnc.gov), 919-996-2678

The purpose of the proposal is to seek responses from vendors for the completion of required background checks for all City of Raleigh applicants receiving conditional employment offers prior to employment and for all internal promotions. The City of Raleigh completes approximately 4000 background checks annually. All proposals should include cost allocation per service.